

Maintenance of CAP Aircraft

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, 1 SEP 98, is supplemented in accordance with paragraph 4 of that regulation as follows:

1. a. (Add) **Purpose of this Supplement.** The purpose of this Supplement is to establish Wing policy and procedures for implementing the Centralized Maintenance Management Program for corporate aircraft within Virginia Wing. This supplement also describes a program of maintenance management and maintenance financing which is intended to assure adequate maintenance of our aircraft and concurrently provide incentive for increased utilization of the corporate aircraft by individual CAP members.

1. b. (Add) **Centralized Maintenance Management Plan.** The basic concept of the centralized maintenance management plan is to establish procedures for the recognition and accounting of costs associated with the operation, maintenance, and depreciation of corporate aircraft. To administer the Centralized Maintenance Management Plan an Aircraft Maintenance Fund with ledger accounts for each Wing aircraft was established. Custodial units pay into this fund the flying-hour dry rates dictated in this supplement and its attachments. This fund is also reimbursed for Air Force authorized funded missions, Counter-Drug, and others as prescribed in CAPR 173-3. When maintenance or repair work is authorized for an aircraft, those charges will be paid by Wing Headquarters from the Aircraft Maintenance Fund and debited against the ledger account for that aircraft.

1. c. (Add) The cost of major engine overhaul or replacement will be requested from Air Force funds; however, if this is not possible those costs could be charged equally against the ledger accounts of all Wing assigned aircraft. When funded, only the cost of the engine itself is paid for by National – the aircraft fund pays for installation of the engine. In the

case of an engine swap, the individual aircraft ledger account will be charged approximately \$2500.

14. (1). (Add) **Payment for Flying Time.** Except as exempted in attachment 1 of this supplement, each unit operating a CAP corporate aircraft is required to pay into the Wing Maintenance Fund at the end of each month a sum of money calculated at the appropriate rate to cover all chargeable flying time for that month. Payments are due at Wing Headquarters by the 10<sup>th</sup> day of the succeeding month. Payments must be accompanied by the Aircraft Utilization Report, VA Form 13, and the Airplane Flight Log, VA Form 10. All aircraft flight logs and CAPF 99s are due in the Wing LO's office by the 5<sup>th</sup> day of the succeeding month (See VA Wing Supplement 1 to CAPR 60-1 for details).

14. (2) (Add) **Minimum Satisfactory Utilization.** Each aircraft should be flown a minimum of 180 hours per year, or about 15 hours a month. A computer generated quarterly maintenance fund report will be furnished to each custodial unit, the Wing Commander, Director of Operations, Aircraft Maintenance Officer and Finance Officer. Aircraft that have a consistent negative balance or fail to fly 180 hours a year may be subject to reassignment at the discretion of the Virginia Wing Command Staff.

14. (3) (Add) **Non-corporate Owned Aircraft.** Non-corporate owned aircraft used on Air Force funded missions do not come under this program and are not entitled to any Wing Maintenance Funds; however, claims for reimbursement for maintenance expense may be made on CAPF 108 in accordance with CAPR 173-3, at the rate announced annually by the Air Force.

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Supersedes VA Sup. 1 to 66-1, 1 MAY 98

OPR: DO

Distribution: 1 each Group, Squadron, Flight

1 each MER/DA

1 HQ CAP USAF/DO

16. a. (Add) When an aircraft is transferred from one unit to another, the ledger account for that aircraft will be transferred at the same time. If an aircraft is disposed of and another obtained as a direct replacement, the ledger account of the old aircraft (after expenses for disposal have been paid) will be transferred to the newly acquired aircraft. If a direct replacement is not obtained within one year, the credits remaining in the ledger account of the old aircraft, if any, will be distributed equally to the ledger accounts of the aircraft remaining in the fleet.

#### 18. (Add) **Maintenance Fund Request Procedures**

a. Custodial unit commanders are responsible to monitor the maintenance status of their aircraft and to notify the Wing Aircraft Maintenance Officer or Wing Director of Operations whenever repairs or major maintenance are required and/or scheduled. Additionally, the Wing Maintenance Officer must be notified at any time the aircraft will be out of service for periodic inspections or for any repairs requiring more than one day to complete. An estimate of the return-to-service date will be provided and updated when necessary.

b. Prior to having any work done or obligating Wing maintenance funds, the custodial unit commander will obtain an estimate of the total cost of repairs and the out-of-service time required to complete the work. Approval will be obtained from the appropriate command level in advance of beginning repairs. Outstanding work required at a particular time will not be subdivided into smaller jobs for the purpose of circumventing the spending limits below.

Limits of authority to obligate the Wing Maintenance Fund are as follows:

Custodial Unit Commanders	up to \$100
Wing Aircraft Maintenance Officer	up to \$600
Wing Commander	up to \$1,000
Wing Finance Committee	more than \$1,000

c. Parts from the CAP Supply Depot will be used whenever feasible in order to reduce cost. The unit maintenance officer should contact the Depot at 1-800-858-4370 and provide the tail number, make, and model of the aircraft along with a description of the part desired (type, model, serial number, etc) and any other information requested by the Depot. The Depot will advise on the availability and cost of the necessary part(s). Many parts are available at reduced cost on an "exchange" basis. When this arrangement is

used, the unit commander must insure that provisions are made to return the defective item within required time limits. A Wing purchase order (obtained from the Wing Maintenance Officer) is necessary to obtain parts from the Depot.

d. Procedures for maintenance and repair expenditures are outlined below. Failure to follow these procedures may result in personal financial liability to the local unit commander or maintenance officer and/or reassignment of the aircraft.

1. Repairs costing \$100 or less may be authorized and accomplished at the unit level. Units should charge the work to Virginia Wing CAP and send the invoice to the Wing Finance Officer for payment. Deductions will not be made from monthly flying hour payments to accomplish reimbursement for repairs.

2. Repairs estimated to cost up to \$600 may be authorized by the Wing Maintenance Officer. The Wing Maintenance Officer will issue a Wing purchase order number for the work to be done (and, if necessary, a separate purchase order for procurement of parts from the CAP Supply Depot). A Wing purchase order is only valid for the item(s) or event for which it was issued and may not be used more than once. The custodial unit will establish an account with the local vendor doing the work in the name of Virginia Wing, Civil Air Patrol, and all charges will be billed directly to the Wing Headquarters under the purchase order(s) assigned. If the request for repair is denied, the unit commander may appeal to the Wing Commander to authorize the repairs.

3. Repairs estimated to cost more than \$1,000 must be authorized in advance by the Wing Finance Committee, which normally meets once per month. The unit commander should contact either the Wing Maintenance Officer or Wing Commander well in advance and provide complete details of the repairs, cost estimates from more than one vendor, aircraft out-of-service time, and efforts done locally to reduce the total cost (including pilot assistance to the mechanic). The Wing Maintenance Officer will advise the unit commander of Finance Committee approval and issue Wing purchase order(s) as necessary. Repairs costing more than \$1,000 and accomplished without Finance Committee approval may become a financial liability to the individual who contracted/authorized the vendor to accomplish the work.

19. (Add) **Notification of Discrepancies**

a. Any pilot may ground a CAP aircraft if he/she notes a discrepancy which renders the aircraft unsafe for flight. The pilot will make an entry on the discrepancy sheet located in the pilot information book and will leave a note prominently attached to the instrument panel on the left side of the cockpit. If the aircraft is involved in an emergency services mission, the Air Operations Director or Mission Coordinator must be notified immediately. The AOD or MC will notify the custodial unit commander as soon as practical. If the aircraft is not involved in a mission, the custodial unit commander and Flight

Release Officer will be notified immediately by the grounding pilot.

b. It is the responsibility of the custodial unit commander to notify the Wing Maintenance Officer immediately of any major discrepancies. Notification and repair of minor discrepancies may be delayed until a convenient time.

20. (Add) **Ferrying of Aircraft for Maintenance**

It is the responsibility of the custodial unit to ferry the aircraft to and from the designated repair station and to bear the cost of ferrying.

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Administrative Officer

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Commander

**Applicable forms accompanying this supplement are:**

VA Form 13, Virginia Wing, Monthly Aircraft Utilization Report, 14 Apr 98;  
VA Form 10, Virginia Wing Airplane Flight Log, 14 Apr 98;

#### FLYING HOUR DRY RATES - TACH

C-172 (150 / 160 HP) -----	\$18
C-172 (180 HP) -----	\$20
C-182 -----	\$20
C-182 (RG) -----	\$22

#### PAYMENTS INTO THE AIRCRAFT MAINTENANCE FUND

Except as provided in the next paragraph, when the ledger account of any Wing aircraft reaches a credit balance of \$5000 the custodial unit may discontinue payments of the flying hour dry rate (but must continue sending in to Wing Headquarters the monthly utilization report, VA Form 13). Once achieving the \$5000 waiver, a unit will keep the waiver until such time that the credit balance decreases to \$4500. Upon reaching \$4500 or less, the custodial unit must again resume payments of the flying hour dry rate until the fund for that aircraft reaches the \$5000 level or higher.

All flying time logged under CAP Corporate Mission symbols C-1, and C-3 will continue to pay the appropriate flying hour dry rate into the aircraft maintenance fund regardless of the credit balance in that aircraft maintenance account.

#### AIR FORCE FUNDED MISSIONS AND CADET ORIENTATION RIDES

Hours flown on all Air Force Funded Missions (A code), Cadet Orientation Rides (B15 code) and Liaison Officer Flying (L1 code) are not considered chargeable flying time and may be subtracted from the maintenance fees due that month. All other kinds of flying (such as B-8, B-12, B-18, C-1 & C-3) are considered chargeable hours for which a maintenance fee is collected (unless the \$5000 waiver applies).

#### EXAMPLES OF FLYING HOUR ACCOUNTING

- a. Unit flies a total of 14 hours, 3 of which are B15 time.

Total flying time for month .....	14.0 hrs
Less Cadet Orientation flying time .....	3.0 hrs
Total chargeable flying time .....	11.0 hrs
UNIT PAYS FOR .....	11.0 hrs

- b. Unit flies a total of 10 hours, 2 of which are C-1 time. The aircraft has over \$5000 in its Wing Maintenance Fund Ledger account.

Total flying time for month .....	10.0 hrs
Total chargeable flying time .....	0 hrs
Non-exempt flying time (codes C-1, and C-3) .....	2.0 hrs
UNIT PAYS FOR .....	2.0 hrs